



Human Resources

Management Trainee Program
Army Morale Welfare and Recreation

NF-0201-3/4

About the Position:

As a Nonappropriated Fund (NAF) Human Resources Management Trainee, you are given the opportunity to learn how a NAF Human Resources Office functions by working in every aspect of the office. On-the-job-training programs vary according to the opportunities available at the installation and will focus on: Differentiating between the appropriated (APF) and non-appropriated (NAF) pay systems; position classification; records and performance management; labor and management relations; workers compensation and safety; Equal Employment Opportunity; analysis of salary, wage and union structure; recruiting, examining, selecting, and placing employees in NAF positions; recruitment through the Career Referral Program; processing staffing actions; maintaining the personnel management database; and preparation of financial reports and budgets.

The Management Trainee Program:

Army Morale, Welfare and Recreation (MWR) exists because the U.S. Army is committed to the well-being of the community of people who serve and stand ready to defend our nation. Civilians working for Army MWR provide services and activities to support Soldiers, Families, DA civilians, and retirees. Army MWR positions are non-military. For more about Army MWR, please visit <http://armymwr.com/>

The Management Trainee Program hires college students and graduates, wounded warriors, current and former NAF employees and applicants who possess either the education or experience that has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position to become MWR Professionals in the following specialties: Child and Youth Services, Community Recreation, Food & Beverage Management, Financial Management, Golf Services, Human Resources, Marketing, NAF Contracting, Outdoor Recreation, and Sports & Fitness. Management Trainees are hired as full-time Nonappropriated Fund (NAF) Employees and are entitled to the same package of benefits that all other NAF employees receive. For detailed information about NAF benefits, please visit <http://www.nafbenefits.com>

Management Trainees will undergo 24 months of on-the-job training at an Army installation and 12 months of work experience in their specialty program area, for a total of 36 months. . More information about the program is available at http://www.armymwr.biz/management_trainee.htm

The following items must be submitted with your application packet:

- Cover Letter (to include the vacancy announcement number and position title)
- Resume
- College Transcripts (if applicable)
- Last Performance Appraisal (Current and Former NAF employees only)
- 3 professional letters of recommendation

Qualifications for Human Resources:

- Qualified applicants will possess experience or education that has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Substitution of experience for education is permissible.
- The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.
- Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet education requirements.

Other Requirements:

- **MUST SIGN A MOBILITY AGREEMENT IF SELECTED. Your training location will not be in the state in which you currently reside.**
- Enrollment in the Leadership Development Assignment Program (LDAP) is mandatory.
- Subject to satisfactory completion of all pre-employment checks in accordance with Army Regulation (AR) 215-3.
- Satisfactory completion of a National Agency Check (NAC) that will be initiated upon appointment to a NAF position.
- Proof of U.S. Citizenship.
- Official college or university transcript must be submitted with your resume.
- Failure to provide all of the required information may result in an ineligible rating or may affect the overall rating.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct deposit of pay is required. .

Other Information:

- Management Trainees may be noncompetitively promoted to target grade (NF-4) upon successful completion of OJT requirements.
- Training locations are at various Army installations.
- A recruitment/relocation bonus may be authorized.
- Permanent Change of Station (PCS) expenses will be authorized.

How to Apply:

Send your application packet via surface mail to:

Family and MWR Command
Attn: Management Trainee Program
4700 King Street, 3rd Floor
Alexandria, VA 22302

**If you require any additional information, please contact us at:
(703) 681-7691 or (703) 681-7255**

THE DEPARTMENT OF DEFENSE IS AN EQUAL OPPORTUNITY EMPLOYER

